



MYLLY USER MANUAL

Welcome new Mylly user! This manual is meant to assist you in general use of the system. For a more in depth guide, please visit www.grano.fi/myllyusermanual.

Do you require help or have questions? Please contact helpdesk.mylly@grano.fi by email.
Helpdesk service: Monday thru Friday 9.00-16.00 (EEST)

Mylly login page address: <https://mylly.grano.fi>

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Start

Login

Login to Mylly by entering your username (usually your full email address) and password. Click the Login - button. **1** First time users will have to create a password to login.

Login

Password

1 Login Reset password Order user id

We recommend Chrome and Firefox browsers

Use the flag buttons to swap between languages.
Mylly user manual is available anytime by clicking the questionmark button.

Forgot your password?
Click the Reset password button, enter your user name when prompted to do so.
Instructions to creating a new password will be sent to the email address associated with your Mylly - account.

New user?
Clicking the Order user id - button will open a form to create a new Mylly account.
All mylly accounts are approved and created manually. Once your account is ready for use, you will receive an email with instructions to creating a password.

Please note:
All Mylly accounts are locked after six months of inactivity.
To open the lock on your account, please contact the administrative user of your company or Mylly Helpdesk.

Order history

If you are the administrative user of your company, you are able to manage your Mylly-users by selecting the administration tab. The order history button will return you to the current view.

Create order:

CAD

Place a new order by selecting CAD.

Orders listed: 35

Order Number:

Order / Project Name:

Order Type:

Locations:

Show My Orders

Clear

	Order Number	Order / Project Name	Order Type	Orderer Name	Order Time	User	Locations	Delivery Date	Orderer Contact Person
✓	439523	testi	Digipaino	Pasicopy	13.06.2013 14:12	Käyttäjä Demo	Kuopio	14.06.2013 16:00	Demo Käyttäjä
✓	455587	Muuttoliike tutkimus 10 kp	Digipaino	Mikkelin kaupunki Mikk...	23.08.2013 13:29	Tilaaja Teija	Mikkeli	26.08.2013 09:00	Satu-Mari Tolonen
✓	465936	Ehdokaslista 70 x 50 cm 130 kpl -EI SAA TEHDÄ	Digipaino	T.mmi Pasicopy	25.09.2013 09:06	Riekinen Otto	Jyväskylä	01.10.2013 16:00	Pasi Västinen
✓	466105	Harrin WC:n laajennus työnro 12345	CAD	Pasicopy	25.09.2013 12:10	Wiik Harri	Jyväskylä	25.09.2013 13:00	Harri Wiik
✓	466178	Harrin WC:n laajennus työnro 12345	CAD	Pasicopy	25.09.2013 13:20	Wiik Harri	Jyväskylä	26.09.2013 16:00	Harri Wiik
✓	484963	TESTri EI TEHDÄ	CAD	Pasicopy	24.11.2013 09:03	Riekinen Otto	Jyväskylä	25.11.2013 16:00	Otto Riekinen
✓	484964	TEsti 2 EI TEHDÄ	CAD	Pasicopy	24.11.2013 09:04	Riekinen Otto	Jyväskylä	25.11.2013 16:00	Otto Riekinen
✓	563978	Testi 16082014	Digipaino	Pasicopy	16.08.2014 08:18	Tilaaja Teija	Vantaa	22.08.2014 16:00	Teija Tilaaja
✓	563982	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
✓	563981	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
✓	563986	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
✓	563984	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
✓	563983	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	
✓	563987	TESTI jarmo kopio, älä valmista	Digipaino	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
✓	563988	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
✓	617052	Pisarata - osa1 - J					Jyväskylä	22.12.2014 16:00	Otto Riekinen
✓	674709	Testaa					Jyväskylä	19.05.2015 16:00	Otto Riekinen
✓	674713	Testaa					Jyväskylä	15.05.2015 16:00	Otto Riekinen
✓	682676	TESTAA			28.05.2015 11:12	Riekinen Otto	Jyväskylä	01.06.2015 16:00	Otto Riekinen
✓	682680	TESTAAAAA			28.05.2015 11:13	Riekinen Otto	Jyväskylä	03.06.2015 16:00	Otto Riekinen
✓	30053785	asdasdf			23.09.2015 13:58	Riekinen Otto	Jyväskylä	25.09.2015 16:00	Otto Riekinen
✓	30135202	RT/67222	Digipaino	Pasicopy	04.02.2016 21:41	Arramies Kimmo	Tampere	10.02.2016 16:00	Kimmo Arramies
✓	30141709	RT 12345/ Kimmo Oy A4 4/4 1300 kpl	Digipaino	Pasicopy	15.02.2016 12:13	Arramies Kimmo	Tampere	24.02.2016 16:00	Kimmo Arramies
✓	30165189	testif testi ei tuotantoon	Digipaino	UUSI ASIAKAS - EI SAA...	18.03.2016 14:48	Heinonen Tuomas	Helsinki - Kuortaneenk...	24.03.2016 16:00	demo.tuomas demo.tuo...

After highlighting an order from the list you are able to select the following commands:
 You may delete, edit or copy the highlighted order. A report detailing the order may also be printed.
 An order being handled by production can no longer be edited or deleted. Such orders are marked by green tick on the left most column. In issues regarding orders in production please contact the Grano production facility in question directly

Please note:
 Depending on your account settings, you may see orders created by other users of your company.

CAD-order 1/3 - orderer and payer information

GRANO Order history Administration Pasicopy - Grano asiakasdemo Teija Tilaaja HELP

CAD Order Order/project name: * Delivery Date: * 25.05.2016 time 16:00 Location: * Espoo Company: Grano Oy

← Back Cancel Orderer and payer information Distribution instructions Order confirmation Continue →

Orderer information
Customer name: Pasicopy - Grano asiakasdemo
Street address: Komeetankatu 1
Postal code: 02210
City: Espoo
Country:
First name: * Teija
Surname: * Tilaaja
Telephone number: 0468117917
E-mail: * eija.ahlgren@grano.fi

Payer information 1
Previous Payer data Copy orderer data Clear fields
Customer name: Pasicopy - Grano asiakasdemo
Street address: Talvialantie 9
Postal code: 42100
City: JÄMSÄ
Country:
First name: Teija
Surname: Tilaaja
Telephone number: 0468117917
E-mail: eija.ahlgren@grano.fi

Additional information for invoicing:
Payer order number (customer order number to be shown on invoice):

Additional information for order

Upload files
Loaded files:
Mylyn käyttöohje - kuvaversio.pdf 3 4
Select files... 2 Drop files here to upload Done

← Back Cancel Continue →

Orderer and payer information

Name your order. Use a title by which the order is easily distinguishable from other orders. Production location is predetermined to be the closest geographically, but CAD orders can be ordered from any Grano facility with the required production capabilities (all listed in the dropdown have CAD-production). Delivery date is two working days by default, input a time and date manually or use the associated buttons, if you wish to change it.

Progress with the order by using the continue button. You may also navigate between different phases of the order by using the navigation panel. Order information is saved automatically.

Orderer information is derived directly from your account. If the information is incorrect please contact the administrator of your company, or Mylly Helpdesk. Payer information can be entered manually, orderer information can be copied, or you can browse and select from a listing of previous payers by using the corresponding buttons 1. Additional information for invoicing can be entered, if you have a payer order number, please enter it to the field reserved for it. NEW - additional information for order field can be used to include any information that doesn't have a specific field.

Upload all files for your order here.

2 Selecting the "Select files..." button will open the file browser of your computer. Additionally you may drag & drop files directly to the field reserved for it.

3 Also determine whether your files will be printed in color or black&white by using the color selector button. All prints are black and white by default.

4 Thrascan button will remove the file from the order.

Please note:
The preferred fileformat for CAD orders is pdf.
You may also upload .zip - packages.
There is no size limit for uploaded files.

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CAD-order 2/3 - Distribution instructions

GRANO Order history Administration Pasicopy - Grano asiakasdemo Teija Tilaaja ▾ HELP
Suomeksi

← CAD Order Order/project name: * Delivery Date: * 16.02.2017 time 16:00
Location: * Espoo Company: Grano Oy

← Back Cancel Orderer and payer information **Distribution instructions** Order confirmation Continue →

New distribution Import list Delete Copy Edit Select delivery method Apply to selected Display cancelled Show search

Company name	Name	Address	Postal...	City	Series	Finishing	Delivery method
--------------	------	---------	-----------	------	--------	-----------	-----------------

Use the New distribution - button to add distributions.
Alternatively, you can import a large amount of distributions by Import list - function. Note: use the premade file as basis.
Delete, Copy, Edit functions are available for already saved distributions. Select distribution(s) from list and choose whichever function.

You can change the delivery method for all selected distributions by choosing the wanted setting from the drop-down and pressing "Apply to selected".
"Display cancelled" will show deleted distributions.
"Show search" will display a search row atop the grid, that you can use to perform searches of the saved distributions.

Additional information for distribution

← Back Cancel Continue →

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CAD-order 3/3

CAD Order

Order/project name: *

Delivery Date: *

14.01.2016



time 16:00



Location: *

[← Back](#)[Cancel](#)[Orderer and payer information](#)[Distribution instructions](#)[Order confirmation](#)[Create →](#)[Reload report](#)

CAD Confirmation

Location
EspooCreated
Delivery date 14.1.2016 16:00:00

Customer Number 002257

Order Number

Payer

Pasicopy

Talvialantie 9

42100 JÄMSÄ

Contact person

Teija Tilaaja

0468117917

eija.ahlgren@grano.fi

Orderer

Pasicopy

Komeetankatu 1

02210 Espoo

Contact person

Teija Tilaaja

0468117917

eija.ahlgren@grano.fi

Project name

Payer Number

Additional
Information

Files

A report of the order is displayed on the left.

Once all information is confirmed to be correct, the order can be sent by clicking the Create button.

Once created the order can still be edited or cancelled on the order history page, but not once the order is in production.

In case you need to change order information, use the back button to return to previous window on the order.

The report can be printed after creating the order.

[← Back](#)[Cancel](#)[Create →](#)

Company admin functions

List of customer end users

[+ Add new customer user ⁴](#)

Total rows: 15

	Customer name	CAD location	User name	User ID	Other location	Street address	Postal code	City	Email	Is administrator	Locked	Can see all ord...	Creation date
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Pasicopy	Jyväskylä	Demoasiakas ...	Topi.Demo	Jyväskylä	Vehkakatu 1	40700	Jyväskylä	topi.vilve@gra...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.09.2015
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Jyväskylä	Lehtinen Kimmo	kimmo.demo	Jyväskylä	Komeetankatu 1	99999	Espoo	kimmo.lehtine...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13.01.2015
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Jyväskylä	Helin Petri	petri.asiakas	Jyväskylä	Kuortaneenk... 00520		Helsinki	petri.helin@gr...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18.11.2014
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Kouvola						Kouvola	piia.pere@gra...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.11.2014
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Joensuu						Joensuu	janne.kuivalai...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01.10.2014
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Jyväskylä						Kuopio	jukka.mahone...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.01.2014
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Espoo						Espoo	harri.wiik@kop...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	23.09.2013
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Kuopio						Kuopio	paino.kuopio...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.03.2013
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Jyväskylä						Jyväskylä	sami.suihkone...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15.02.2013
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Jyväskylä						Jyväskylä	kimmo.rummu...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01.08.2012
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Espoo						Espoo	eija.ahlgren@...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	22.02.2012
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Jyväskylä						Jyväskylä	jarmo@datium.fi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18.02.2010
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Jyväskylä						Jyväskylä		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09.09.2009
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Jyväskylä						Jyväskylä		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09.09.2009
<input type="checkbox"/> <input type="checkbox"/>	Pasicopy	Jyväskylä						Jyväskylä	pasi.riekinen...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03.03.2009

As the administrative user of your company, you are able to edit and add Mylly accounts for your company.

After selecting the administration tab ¹, start by highlighting a user from the list to be edited or used as base for a new user account.

Use the pencil icon ² to edit the user, while the cross icon ³ will remove the user from the system.

Selecting the Add new customer user button ⁴ will open a form to create a new user account. After filling the form, the newly created user will receive instructions on how to create a password by email.

Please note:

When creating a new user, use a full email address as username (first.last@example.com).

All Mylly accounts are locked after six months of inactivity. To unlock an account, edit the user in question and remove the tick from "Locked".

Alternatively contact Mylly Helpdesk to unlock an account.